

A regular meeting of the Board of Selectmen was held on Monday, November, 9, 2009, at 6:30 p.m. in the auditorium of the Avery School, High Street, Dedham, Massachusetts. Present were:

Michael L. Butler
Sarah MacDonald
James MacDonald
Carmen DelloIacono
Paul Reynolds

Also present: William Keegan, Town Administrator and Nancy Baker, Assistant Town Administrator and Marie Rizzo, Assistant to Administration.

Mr. Butler called the meeting to order at 6:35 p.m.

**REQUEST FOR (2) ONE-DAY COMMON VICTUALLER'S LICENSES
FROM THE CHURCH OF THE GOOD SHEPHERD, OAKDALE SQUARE
(NOVEMBER 13 AND 14, 2009)**

Mr. DelloIacono made a motion to approve (2) One-Day Common Victualler Licenses for the Church of the Good Shepherd's Fair; seconded by Ms. MacDonald and voted unanimously.

OLD/NEW BUSINESS

Mr. Butler discussed the process relative to the replacement of the Town Administrator—he commented that the process was 95% there and will be fine-tuned over the next few weeks. He informed the Board that he will place this as an item for further discussion at the Board's regular meeting on November 19, 2009. He asked Board members to send their requests and information to Nancy Baker, Assistant Town Administrator. Mrs. Baker will then draft a sequence to be reviewed at the November 19, 2009, meeting.

Mr. MacDonald made a motion to place an advertisement (and on line) in the MMA Beacon for the January 15, 2010, issue. Additionally, no salary amount will be placed in the advertisement; seconded by Mr. DelloIacono. **On the Vote:** Mr. Reynolds, yes; Mr. DelloIacono, yes; Mr. MacDonald, yes; Ms. MacDonald, yes; and Mr. Butler, yes.

Mr. DelloIacono went on to say that he did not recall seeing a dollar amount listed for Beacon advertisements relative to Town Administrators/Managers. Mrs. Baker informed all that the last time the Town advertised for Town Manager a salary range was listed for applicants to consider.

Mr. MacDonald suggested hiring a consultant firm to screen applicants for the Town Administrator's position. He felt that a consultant would be a good resource and have some knowledge as to who is presently looking for this type of position. Mr. MacDonald requested Nancy Baker, Asst. Town Administrator, prepare a bid for a consultant to

assist in the hiring process and regulations. Mr. MacDonald strongly believed that the Board needed a third party to assist with the process. He asked that the Board start the process as soon as possible.

Mrs. Baker was asked the composition of the Screening Committee the last time the position was open. Mrs. Baker informed the Board that the last Screening Committee consisted of nine members.

Relative to the Town Administrator's position, Mr. Butler outlined the process that the Selectmen will consider at their meeting of November 19, 2009. Mr. Butler discussed the following: The composition of the Search Committee; Choice of a consultant—(two possibilities were either Mark Morse or Tom Groux); and the timetable. Mr. MacDonald asked that the Board make actual appointments to the Screening Committee at their December 10, 2009, meeting.

Mrs. Baker informed the Board that she would draft a solicitation for a consultant and will send it out to the Board for their review. Additionally, she will wait to place an advertisement in the Boston Globe and ICMA Newsletter until she gets further information for the Board's review.

Ms. MacDonald made a motion to adjourn the meeting; seconded by Mr. DelloIacono. **On the Vote:** Mr. Reynolds, yes; Mr. DelloIacono, yes; Mr. MacDonald, yes; Ms. MacDonald, yes; and Mr. Butler, yes.

The meeting adjourned at 6:54 p.m.

This is to certify that the above is a true and accurate record of the meeting Minutes of the Board of Selectmen's held on November 9, 2009, which Minutes were approved on

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Michael L. Butler, Chairman